



**ADMINISTRATIVE OFFICE OF THE COURTS  
2003 C COMMERCE PARK DRIVE  
ANNAPOLIS, MARYLAND 21401**

**REQUEST FOR PROPOSALS**

**K13-0066-25L**

**FOR**

**MJUD CARPET REPLACEMENT SERVICES**

**ISSUED:**

**APRIL 18, 2013**

WARNING: A prospective offeror who has received this document from a source other than the Issuing Office should immediately contact the Procurement Officer. Amendments to the Request for Proposals or other communications shall be posted on the Maryland Judiciary's website ([www.mdcourts.gov](http://www.mdcourts.gov)) and eMaryland Marketplace.

Minority Business Enterprises are encouraged to respond to this Request for Proposal.

**Procurement and Contract Administration**  
<http://www.mdcourts.gov>

**THE JUDICIARY**  
**NOTICE TO OFFERORS/CONTRACTORS**

In order to help us improve the quality of Judiciary proposals solicitations, and to make our procurement process more responsive and business friendly, we ask that you take a few minutes and provide comments and suggestions regarding the enclosed solicitation. Please return your comments with your proposals. If you have chosen not to propose on this Contract, please email this completed form to Lisa.Peters@mdcourts.gov.

**Title: MJUD Carpet Replacement Services**

**Project No: K13-0066-25L**

1. If you have responded with a "no bid", please indicate the reason(s) below:

- ☐ Other commitments preclude our participation at this time.
- ☐ The subject of the solicitation is not something we ordinarily provide.
- ☐ We are inexperienced in the work/commodities required.
- ☐ Specifications are unclear, too restrictive, etc. (Explain in REMARKS section.)
- ☐ The scope of work is beyond our present capacity.
- ☐ Doing business with Maryland Government is simply too complicated. (Explain in REMARKS section.)
- ☐ We cannot be competitive. (Explain in REMARKS section.)
- ☐ Time allotted for completion of the proposals is insufficient.
- ☐ Start-up time is insufficient.
- ☐ Bonding/Insurance requirements are restrictive. (Explain in REMARKS section.)
- ☐ Proposals requirements (other than specifications) are unreasonable or too risky. (Explain in REMARKS section.)
- ☐ MBE requirements. (Explain in REMARKS section.)
- ☐ Prior Judiciary Contract experience was unprofitable or otherwise unsatisfactory. (Explain in REMARKS section.)
- ☐ Payment schedule too slow.

Other: \_\_\_\_\_

2. If you have submitted a proposal, but wish to offer suggestions or express concerns, please use the Remarks section below. (Use reverse side or attach additional pages as needed.)

REMARKS:

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Offeror Name: \_\_\_\_\_

Contact Person: \_\_\_\_\_ Phone (\_\_\_\_) \_\_\_\_ - \_\_\_\_\_

Address: \_\_\_\_\_

**KEY INFORMATION SUMMARY SHEET**

**THE JUDICIARY**

**REQUEST FOR PROPOSALS**

**MJUD CARPET REPLACEMENT SERVICES**

**PROJECT NUMBER - K13-0066-25L**

**RFP Issue Date: April 18, 2013**

**RFP Issuing Office: Procurement and Contract Administration**

**Procurement Officer: Lisa Peters, Procurement Specialist  
Maryland Judiciary, Administrative Office of the Courts  
Procurement and Contract Administration  
2003 C Commerce Park Drive  
Annapolis, Maryland 21401  
410-260-1265 Office  
410-260-2520 Fax  
Lisa.Peters@mdcourts.gov**

**Proposals are to be sent to: Attn: Lisa Peters  
Maryland Judiciary, Administrative Office of the Courts  
Procurement and Contract Administration  
2003 C Commerce Park Drive  
Annapolis, MD 21401**

**Pre-Proposal Conference: April 22, 2013; 10:00 AM**

**Closing Date and Time: May 3, 2013 at 2:00 PM**

**Offerors are specifically directed NOT to contact any Judiciary personnel or its contracted consultants for meetings, conferences, or discussions that are specifically related to this RFP at any time prior to any award and execution of a contract. Unauthorized contact with any Judiciary personnel or the Judiciary's contracted consultants may be cause for rejection of the Offeror's proposal.**

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## SECTION 1 - GENERAL INFORMATION

### 1.1 Summary Statement

- 1.1.1 The Administrative Office of the Courts is issuing this Request for Proposals to procure Carpet Replacement Services for the Maryland Judiciary. Services may be required in any or all of the twenty-three (23) Maryland Counties and Baltimore City. The Master Contract resulting from this RFP will provide the AOC with the flexibility of obtaining these services quickly and efficiently by issuing Purchase Order Requests for Proposals (PORFP) specific to its needs.
- 1.1.2 The AOC intends to award a Master Contract to all Offerors that the AOC determines to be qualified. All Offerors awarded a Master Contract will be invited to compete for a PORFP. Based upon the evaluation of responses, and as specified in the PORFP, a single Master Contractor will be selected for award. A Purchase Order (PO) will then be issued by the AOC to the selected Master Contractor, which will bind the Master Contractor to the terms of the PORFP response, including price. Neither a PORFP nor a PO, may, in any way, conflict with or supersede the Master Contract.

### 1.2 Background

In the past the AOC has procured Carpet Replacement Services by issuing individual stand-alone procurements. The Master Contracts resulting from the issuance of this RFP will allow the AOC to have a more flexible and efficient manner of obtaining the required Services.

### 1.3 Abbreviations and Definitions

For purposes of this RFP, the following abbreviations or terms have the meanings indicated below:

- a. AOC – The Maryland Administrative Office of the Courts.
- b. AOC Point of Contact (AOC POC) – AOC contact listed in a PORFP.
- c. Contract Manager (CM) – The AOC representative who serves as the manager for the resulting Master Contract.
- d. Fixed-price PORFP – A PORFP which places responsibility on the Master Contractor for the delivery of the Carpet Replacement Services or the complete performance of the services in accordance with the PORFP at a price that may be firm or may be subject to contractually specified adjustments.
- e. Fixed Hourly Labor Rates – Fully loaded hourly rates that include all direct and indirect costs and profit for the Master Contractor to perform the Services required in a PORFP.

- f. Fully Loaded – Fully loaded fixed price that includes all direct and indirect costs and profit for the Contractor to perform. The indirect costs shall include all costs that would normally be considered general and administrative costs and/or routine travel costs, or which in any way are allocated by the Master Contractor against direct labor hours as a means of calculating profit or recouping costs which cannot be directly attributable to services required in a PORFP. Non-routine travel costs will be identified in a PORFP, when appropriate.
- g. Local Time - Time in the Eastern Time zone as observed by the Maryland Judiciary.
- h. Master Contract – The Contract between each of the Offerors determined technically capable of performing the requirements of this RFP and the AOC.
- i. Master Contractor – An Offeror who is awarded a Master Contract under this RFP.
- j. MBE – Minority Business Enterprise.
- k. Offeror – An entity that submits a proposal in response to this RFP.
- l. Purchase Order (PO) – Authorizes the selected Master Contractor to proceed with delivery of products and/or any services requested via a PORFP.
- m. POC – Point of Contact.
- n. Procurement Officer – The AOC representative, as identified in Section 1.6, responsible for this RFP, for the determination of the Master Contract scope issues, and the only Judiciary representative who can authorize changes to the Master Contract.
- o. Request for Proposals (RFP) – Request for Proposals No. K13-0066-25L for MJUD Carpet Replacement Services dated April 17, 2013 including any and all amendments.
- p. Service Location –Judiciary location requesting service listed in a PORFP.
- q. Service Location Point of Contact (POC) – POC at the Judiciary location requesting service.
- r. Purchase Order Request for Proposals (PORFP) – A request by the AOC for the price and any other factors associated with providing the required Carpet Replacement Services.
- s. Judiciary – The Maryland Judiciary.

#### **1.4 Master Contract Type**

The Master Contract shall be an Indefinite Quantity Indefinite Delivery (IDIQ), Fixed Price (FP) Contract.

### **1.5 Master Contract Duration**

The term of this Contract shall be for a period of five (5) years, beginning on the date that the AOC executes the Master Contracts.

### **1.6 Procurement Officer**

The sole POC in the AOC for purposes of this RFP prior to the award of any Contract is the Procurement Officer at the address listed below:

Lisa Peters, Procurement Specialist  
Maryland Judiciary, Administrative Office of the Courts  
Procurement and Contract Administration  
2003 C Commerce Park Drive  
Annapolis, Maryland 21401  
Phone Number: 410-260-1265  
Fax Number: 410-260-2520  
E-mail: Lisa.Peters@mdcourts.gov

AOC may change the Procurement Officer at any time by written notice to the Master Contractors.

### **1.7 Contract Manager**

The CM monitors the daily activities of the Contract and provides technical guidance to the Contractor. The CM will be:

Lisa Peters, Procurement Specialist  
Maryland Judiciary, Administrative Office of the Courts  
Procurement and Contract Administration  
2003 C Commerce Park Drive  
Annapolis, Maryland 21401  
Phone Number: 410-260-1265  
Fax Number: 410-260-2520  
Email: Lisa.Peters@mdcourts.gov

AOC may change the CM at any time by written notice to the Contractors.

### **1.8 Pre-Proposal Conference**

A pre-proposal conference will be held on April 22, 2013 registration begins at 9:30 A.M. and the meeting will begin at 10:00 A.M. at:

Maryland Judiciary, Administrative Office of the Courts  
Procurement and Contract Administration, Conference Room  
2003 C Commerce Park Drive  
Annapolis, Maryland 21401



Due to the anticipated interest in this RFP, seating at the pre-proposal conference will be limited to two (2) attendees per company. AOC recommends that attendees bring a copy of the RFP and a business card to help facilitate the registration process.

Attendance at the pre-proposal conference is not mandatory, but all interested Offerors are encouraged to attend in order to facilitate better preparation of their proposals.

The pre-proposal conference will be summarized. As promptly as is feasible subsequent to the pre-proposal conference, a summary of the pre-proposal conference and all questions and answers known at that time will be posted on the Maryland Judiciary website ([www.mdcourts.gov](http://www.mdcourts.gov)) and eMaryland Marketplace.

## **1.9 Questions**

Written questions, from prospective Offerors, will be accepted by the Procurement Officer prior to the pre-proposal conference. If possible and appropriate, such questions will be answered at the pre-proposal conference. (No substantive question will be answered prior to the pre-proposal conference.) Questions may be submitted by e-mail to the Procurement Officer. Questions, both oral and written, will also be accepted from prospective Offerors attending the pre-proposal conference.

Questions will also be accepted subsequent to the pre-proposal conference and should be submitted in a timely manner prior to the proposal due date to the Procurement Officer. Time permitting, answers to all substantive questions that have not previously been answered, and are not clearly specific only to the requestor, will be posted on the Maryland Judiciary website ([www.mdcourts.gov](http://www.mdcourts.gov)). and eMarylandMarketplace.

## **1.10 Proposals Due (Closing) Date**

An unbound original and one bound copy of the proposal must be received by the Procurement Officer, at the address listed in Section 1.6, no later than 2:00 pm (local time) on May 3, 2013 in order to be considered. An electronic version (CD) of the Technical Proposal must be enclosed with the original Technical Proposal. Insure that the CD is labeled with the RFP title, RFP number, and Offeror name and packaged with the original copy of the proposal.

Requests for extension of this date or time will not be granted. Offerors mailing proposals should allow sufficient mail delivery time to ensure timely receipt by the Procurement Officer. Proposals received by the Procurement Officer after the due date and time will not be considered.

**Proposals may not be submitted by e-mail or facsimile.**

## **1.11 Duration of Offer**

Proposals submitted in response to this RFP are irrevocable for 180 days following the closing date of proposals or of Best and Final Offers (BAFOs), if requested. This period may be extended at the Procurement Officer's request only with the Offeror's written agreement.

### **1.12 Revisions to the RFP**

If it becomes necessary to revise this RFP before the due date for proposals, amendments will be posted on the Maryland Judiciary website ([www.mdcourts.gov](http://www.mdcourts.gov)) and eMaryland Marketplace. Amendments made after the due date for proposals will be sent only to those Offerors who submitted a timely proposal.

Acknowledgment of the receipt of all amendments to this RFP issued before the proposal due date must accompany the Offeror's proposal in the Transmittal Letter accompanying the Technical Proposal submittal. Acknowledgement of the receipt of amendments to the RFP issued after the proposal due date shall be in the manner specified in the amendment notice. Failure to acknowledge receipt of amendments does not relieve the Offeror from complying with all terms of any such amendment.

### **1.13 Cancellations; Discussions**

AOC reserves the right to cancel this RFP, accept or reject any and all proposals, in whole or in part, received in response to this RFP, to waive or permit cure of minor irregularities, and to conduct discussions with all qualified or potentially qualified Offerors in any manner necessary to serve the best interests of the Judiciary. AOC also reserves the right, in its sole discretion, to award a Contract based upon the written proposals received without prior discussions or negotiations.

### **1.14 Incurred Expenses**

AOC will not be responsible for any costs incurred by an Offeror in preparing and submitting a proposal, in making an oral presentation, in providing a demonstration, or in performing any other activities relative to this solicitation.

### **1.15 Economy of Preparation**

Proposals should be prepared simply and economically, providing a straightforward, concise description of the Offeror's proposal to meet the requirements of this RFP.

### **1.16 Protests/Disputes**

Any protest or dispute related respectively to this solicitation or the resulting Contract shall be subject to the provisions of Article IV of the Judiciary's Procurement Policy.

### **1.17 Multiple or Alternative Proposals**

Neither multiple nor alternate proposals will be accepted.

### **1.18 Public Information Act Notice**

An Offeror shall give specific attention to the clear identification of those portions of its proposal that it considers confidential, proprietary commercial information or trade secrets, and provide justification why such materials, upon request, should not be disclosed by the Judiciary under the Public Information Act, Title 10, Subtitle 6, Part III of the Judiciary Government Article of the Annotated Code of Maryland or Rules 16-1001 through 16-1011, the Court Access Rules.

Offerors are advised that, upon request for this information from a third party, the Procurement Officer is required to make an independent determination whether the information can be disclosed. Information which is claimed to be confidential is to be placed after the Title Page and before the Table of Contents in the Technical proposal and if applicable in the Financial proposal.

### **1.19 Offeror Responsibilities**

The selected Offeror shall be responsible for all products and services required by this RFP. All subcontractors must be identified and a complete description of their role relative to the proposals must be included in the Offeror's proposals. Additional information regarding MBE subcontractors is provided under paragraph 1.23 below. If an Offeror that seeks to perform or provide the services required by this RFP is the subsidiary of another entity, all information submitted by the Offeror, such as but not limited to, references and financial reports, shall pertain exclusively to the Offeror, unless the parent organization will guarantee the performance of the subsidiary. If applicable, the Offeror's proposal must contain an explicit statement that the parent organization consents to the terms of the RFP and will guarantee the performance of the subsidiary.

### **1.20 Mandatory Contractual Terms**

By submitting an offer in response to this RFP, an Offeror, if selected for award, shall be deemed to have accepted the terms of this RFP and the Contract, attached as Attachment A. Any exceptions to this RFP or the Contract shall be clearly identified in the Executive Summary of the technical proposal. A proposal that takes exception to these terms may be rejected and, therefore determined to be not reasonably susceptible of being selected for award.

### **1.21 Proposal Affidavit**

A proposal submitted by an Offeror, shall be accompanied by a completed Bid/Proposal Affidavit, Attachment B of this RFP.

### **1.22 Contract Affidavit**

All Offerors are advised that if a Contract is awarded as a result of this solicitation, the successful Offeror will be required to complete a Contract Affidavit. A copy of this Affidavit is included for informational purposes as Attachment C of this RFP. This Affidavit shall be provided within five (5) business days from notification of proposed Contract award.

### **1.23 Minority Business Enterprises**

The Judiciary shall assess the potential for an MBE subcontractor participation goal for each PORFP issued under this RFP, and shall set a goal, if appropriate.

Each Offeror shall complete, sign and submit the Judiciary Offeror Acknowledgment of PORFP MBE Participation Commitment (Attachment H-3) at the time it submits its response to this RFP. **Failure to complete, sign, and submit the Judiciary MBE Participation Commitment (Attachment H-3) at the time it submits its response to this RFP, will result in the AOC's rejection of the Offeror's Proposal.**

Each subcontractor named by the Master Contractor as part of its PORFP response MBE participation plan must be an MBE certified by the Maryland State Department of Transportation.

The Master Contractor when submitting a PORFP with an MBE participation goal must complete, sign and submit Attachment F-1 (Schedule for Participation of Minority Business Enterprises) and Attachment G-2 (Minority Contractor Project Disclosure and Participation Statement). **Failure of the Master Contractor to complete, sign, and submit all required MBE documentation at the time it submits its response to the PORFP will result in the AOC's rejection of the Master Contractor's response to the PORFP.**

A current directory of MBEs is available through the Maryland State Department of Transportation, Office of Minority Business Enterprise, PO Box 8755, B.W.I. Airport, Maryland 21240-0755. The phone number is 410-865-1269. The directory is also available at <http://www.mdot.state.md.us>. The most current and up-to-date information on MBEs is available via this website.

### **1.24 Arrearages**

By submitting a response to this solicitation, each Offeror represents that it is not in arrears in the payment of any obligations due and owing the State, including the payment of taxes and employee benefits, and that it shall not become so in arrears during the term of the Master Contract if selected for Master Contract award.

### **1.25 Procurement Method**

This Master Contract will be awarded in accordance with the competitive sealed proposals process.

### **1.26 Verification of Registration and Tax Payment**

Before a corporation can do business in the State, it must be registered with the Department of Assessments and Taxation, State Office Building, Room 803, 301 West Preston Street, Baltimore, Maryland 21201. Any potential Offeror should complete registration prior to the due date for receipt of proposals. Failure to complete registration with the Department of Assessments and

Taxation may disqualify an otherwise successful Offeror from final consideration and recommendation for Master Contract award.

#### **1.27 Payments by Electronic Funds Transfer**

By submitting a response to this solicitation, the Offeror agrees to accept payments by electronic funds transfer unless the State Comptroller's Office grants an exemption. Any selected Offeror shall register using the COT/GAD X-10 Vendor Electronic Funds (EFT) Registration Request Form. Any request for exemption shall be submitted to the State Comptroller's Office for approval at the address specified on the COT/GAD X-10 form and shall include the business identification information as stated on the form and include the reason for the exemption. The COT/GAC X-10 form can be downloaded at:

<http://compnet.comp.state.md.us/gad/pdf/GADX-10.pdf>

#### **1.28 Contract Extended to Include Other Non-State Maryland Governments or Agencies**

To the extent permitted by law, other entities may purchase from the Master Contractor goods or services covered by this Contract.

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## **SECTION 2 – SCOPE OF WORK**

### **2.1 Scope**

- 2.1.1 The Administrative Office of the Courts is issuing this Request for Proposals to provide a Master Contract for Carpet Replacement Services for the Maryland Judiciary. Services may be required in any or all of the twenty-three (23) Maryland Counties and Baltimore City.

### **2.2 Background Check**

- 2.2.1 Master Contractor shall furnish to the Contract Manager a minimum of ten days prior to commencement of work, a completed Maryland Department of General Services Authorization of Release of Information form (Attachment I) and a Maryland Department of General Services Police Contractors Security Clearance form (Attachment J) for each person entering a Department of General Services facility for each project.

### **2.3 General Contractor Requirements**

- 2.3.1 Depending upon the requirements of PORFP, the following shall apply:
- 2.3.1.1 The Master Contractor shall keep itself informed of and comply with all Federal, State and local laws, regulations, ordinances, policies, standards and guidelines affecting projects applicable to its activities and obligations under this Contract, as those laws, policies, standards and guidelines may be amended from time to time, and it shall obtain and maintain, at its expense, all licenses, permits, insurance, and governmental approvals, if any, necessary to the performance of its obligations under this Master Contract.

### **2.4 General Contractor Services**

At a minimum, the Master Contractor shall provide the following unless otherwise specified in a PORFP:

- 2.4.1 Furnish, deliver and install carpet.
- 2.3.2 Solely responsible for measurements.
- 2.3.3 Carpet shall be Patcraft (Splash!) 26 ounce nylon pattern-loop tiles. All carpet shall be from the same dye lot.
- 2.3.4 Cove base shall be Johnsonite 4" x 1/8" vinyl. New cove base will be installed to replace all old removed cove base.
- 2.3.5 Supply an additional attic stock of 5% of carpet, carpet tiles and cove base.

- 2.3.6 Prepare floors as needed; flash patch and skim coat floor to make level.
- 2.3.7 Install carpet tiles using direct glue down method.
- 2.3.8 Schedule all work to allow carpet to properly gas off.
- 2.3.9 Responsible for daily removal of all existing carpet and all packaging and delivery materials from the site. There will not be any dumpsters on site available for Master Contractor's use. Master Contractor shall leave the area free of debris after each work shift. Each evening Master Contractor shall move all Master Contractor equipment completely off site or to an area approved by AOC's Contract Manager.
- 2.3.10 Perform all work with good workmanship utilizing the best standards of the industry.
- 2.3.11 Move any furniture or other items and replacing same.
- 2.3.12 Responsible for any furniture, office machines or other items that may be damaged as a result of its work.

## **2.5 Acceptance / Punch List / Completion Requirements**

- 2.5.1 The AOC's Contract Manager shall have the sole authority to determine acceptable / unacceptable work and final acceptance. A pre-acceptance walk-through shall be conducted with the AOC's Contract Manager and the Master Contractor. A "punchlist" of items that need to be repaired will be given to the Master Contractor. The Master Contractor must complete repairs within 7 days of walk-through. Final acceptance shall occur upon satisfactory completion of all repairs.

## **2.6 AOC Responsibilities**

- 2.6.1 AOC will review and approve carpet and cove base colors and provide Master Contractor with all information needed to deliver and install carpet and related items.
- 2.6.2 AOC will schedule actual work hours and provide building access.

## **2.7 PORFP Procedures**

### **2.7.1 PORFP Content**

The AOC POC will offer a PORFP to all Master Contractors awarded a Master Contract to propose to actual carpet replacement services requested. As an example, a PORFP may contain the following information:

- A) Service Location;
- B) Service Location POC;
- C) AOC POC;

- D) Description of the required Services;
- E) Description of carpet;
- F) Description of the hours the work is to be performed (Regular business hours or after business hours on nights and weekends or holidays)
- G) Delivery requirements;
- H) Invoicing instructions;
- I) Required date for submission of quotation;
- J) Special requirements, if applicable;
- K) Type of PORFP (Fixed Price);
- L) Performance period;
- M) Security requirements, if applicable.

#### 2.7.2 PORFP Submission Requirements

Upon receipt of a PORFP (Attachment K), each Master Contractor shall, no later than the PORFP due date and time, either prepare and submit a detailed quotation, or provide an explanation for why they do not intend to submit a quotation. As an example, the quotation may provide the following:

- A) Explanation of how the Master Contractor intends to meet the requirements of the PORFP;
- B) Description of the proposed carpet manufacturer;
- C) Proposed performance schedule;
- D) Proposed number of personnel;
- E) Proposed number of hours to complete project;
- F) Proposed number of days to complete project;
- G) Subcontractors, if any;
- H) Proposed price;

#### 2.7.3 Procedure for Awarding a PORFP

Evaluation criteria for award will be established at the PORFP level. The PO will be awarded to the Master Contractor whose proposal is determined to be the most advantageous to the Judiciary, considering price and the evaluation factors set forth in the PORFP. The AOC will initiate and deliver a PO to the selected Master Contractor.

#### 2.7.4 Delivery of Carpet Replacement Services

Delivery of carpet services shall be initiated only upon issuance of a PO authorized by the AOC.

### **2.8 Master Contract Management Procedures**

- 2.8.1 Master Contractor is expected to establish a project organization/office to provide overall management of the Contract work. The Master Contractor shall manage dedicated personnel, and all subcontractors.



- 2.8.2 The Master Contractor shall designate a primary POC, who will be responsible for the response to any PORFPs and overall cost, schedule, and technical performance. This individual will be the principal POC throughout the duration of the Master Contract.

## **2.9 Warranty**

- 2.9.1 The Master Contractor shall at a minimum guarantee installation for 2 years beyond final acceptance or better and provide a 10 year Manufacturer's Warranty on wear and tear or better. Master Contractor shall furnish the AOC contract Manager with all manufacturers' warranties.

## **2.10 Insurance Requirements**

- 2.10.1 The Contractor shall at all times during the term of the Contract maintain in full force and effect, the policies of insurance required by this Section. Evidence that the required insurance coverage has been obtained may be provided by Certificates of Insurance duly issued and certified by the insurance company or companies furnishing such insurance. A copy of the Offeror's current certificates of insurance (property, casualty and liability) should be submitted with Offeror's proposal in accordance with Section 3.4.3 of the RFP.
- 2.10.2 All insurance policies shall be endorsed to provide that the insurance carrier will be responsible for providing immediate and positive notice to the AOC in the event of cancellation or restriction of the insurance policy by either the insurance carrier or the Contractor, at least 60 days prior to any such cancellation or restriction. All insurance policies shall name as an additional insured the Administrative Office of the Courts and the Maryland Judiciary.
- 2.10.3 The limits required below may be satisfied by either individual policies or a combination of individual policies and an umbrella policy. The requiring of any and all insurance as set forth in this RFP, or elsewhere, shall be in addition to and not in any way in substitution for all the other protection provided under the Contract.

No acceptance and/or approval of any insurance by AOC, or the Manager of Procurement, shall be construed as relieving or excusing the Contractor from any liability or obligation imposed upon it by the provisions of the Contract.

- A. The Contractor shall maintain Worker's Compensation insurance as required by the laws of the State of Maryland and including Employer's Liability coverage with a minimum limit of \$500,000 - each accident; \$500,000 disease-each employee; and \$500,000 disease-policy limit.
- B. Occurrence forms of comprehensive general liability insurance covering the full scope of this agreement with limits not less than \$1,000,000 per occurrence and \$2,000,000 aggregate for personal or bodily injuries and \$1,000,000 per occurrence and aggregate for property damage. A combined single limit per occurrence of \$2,000,000 is acceptable. All policies issued shall include permission for partial or

total occupancy of the premises by or for the Administrative Office of the Courts within the scope of this Contract. Such insurance shall include but shall not be limited to, the following:

- C. Comprehensive general liability insurance including a comprehensive broad form endorsement and covering: a) all premises-operations, b) completed operations, c) independent Contractors, d) liability assumed by oral or written contract or agreement, including this contract, e) additional interests of employees, f) notice of occurrence, g) knowledge of occurrence by specified official, h) unintentional errors and omissions, i) incidental (contingent) medical malpractice, j) extended definition of bodily injury, k) personal injury coverage (hazards A and B) with no exclusions for liability assumed contractually or injury sustained by employees of Contractor, l) broad form coverage for damage to property of the Administrative Office of the Courts, as well as other third parties resulting from completion of the Contractor's services.
- D. Comprehensive business automobile liability insurance covering use of any motor vehicle to be used in conjunction with this contract, including hired automobiles and non-owned automobiles.
- E. Comprehensive Automobile Liability:

Limit of Liability - \$1,000,000 Bodily Injury  
\$1,000,000 Property Damage

In addition to owned automobiles, the coverage shall include hired automobiles and non-owned automobiles with the same limits of liability.

The insurance required under sub-paragraphs (A),(B), (C) and (D) above shall provide adequate protection for the Contractor against claims which may arise from the Contract, whether such claims arise from operations performed by the Contractor or by anyone directly or indirectly employed by him, and also against any special hazards which may be encountered in the performance of the Contract. In addition, all policies required must not exclude coverage for equipment while rented to other.

Any of the work under the Contract is subcontracted, the Contractor shall require subcontractors, or anyone directly or indirectly employed by any of them to procure and maintain the same coverage's in the same amounts specified above.

## **2.11 Invoicing**

2.11.1 All invoices shall be submitted by the Master Contractor within the time period required in the PORFP and shall include, at the minimum, the following information:

- A) Billing name and address of Service Location as identified in the PO;
- B) Master Contractor name;

- C) Products(s) and/or service(s) purchased listed separately including the amount for each individual charge;
- D) Supporting Documentation;
- E) E-mail address/phone number of Master Contractor's POC;
- F) Remittance address;
- G) Federal taxpayer identification or (if owned by an individual) Master Contractor's social security number;
- H) Invoice period, invoice date, invoice number and amount due, and;
- I) PO number(s) being billed.

Invoices submitted without the required information will not be processed for payment until the Master Contractor provides the required information.

- 2.11.2 The Master Contractor shall submit the invoices for any PO to the billing address as identified in the PO. The Judiciary is generally exempt from Federal excise taxes, Maryland sales and use taxes, District of Columbia sales taxes and transportation taxes. The Master Contractor, however, is not exempt from such sales and use taxes and may be liable for the same.

## **2.12 Travel Reimbursement**

Routine travel is travel within a 50-mile radius of the Master Contractor's facility. There will be no payment for labor hours for travel time or reimbursement for any travel expenses for work performed within these radiuses or at the Master Contractor's facility.

Non-routine travel is travel beyond the 50-mile radius of Master Contractor's facility. Non-routine travel will be identified within a PORFP, if appropriate, and will be reimbursed according to the Judiciary's travel regulations and reimbursement rates, which can be found at:

<http://courts.state.md.us/family/grants/2011/judiciarytravelpolicy.pdf>

If non-routine travel is conducted by automobile, the first 50 miles of such travel will be treated as routine travel and will not be reimbursed. The Master Contractor may bill for labor hours expended in traveling by automobile beyond the identified 50-mile radius.

It is the Master Contractor's responsibility to have non-routine travel pre-approved by AOC POC.

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## SECTION 3 – PROPOSAL FORMAT

### 3.1 One Part Submission

Offerors shall submit a proposal in one volume:

- Volume I - TECHNICAL PROPOSAL

Offerors will be required to submit only one Proposal. Each proposal will be evaluated as a separate and independent proposal. As described below, the Technical Proposal shall contain a section on Offeror experience and capabilities. Offerors must follow the instructions within this section.

### 3.2 Proposals

Volume I-Technical Proposal shall be sealed and submitted to the Procurement Officer. An unbound original, so identified and one copy are to be submitted. An electronic version (CD) of Volume I - Technical Proposal shall be submitted with the unbound original technical volumes. The electronic versions shall bear a label on the outside containing the RFP number and name, the name of the Offeror, and the Volume number I.

### 3.3 Submission

Each Offeror is required to submit a sealed package for Volume I, which is to be labeled Volume I-Technical Proposal. The sealed package shall bear the RFP title and number, name and address of the Offeror, the Volume number I, closing date and time for receipt of the proposals on the outside of the package. Offerors shall submit only one Technical Proposal. Offerors shall include a separate section describing how the Offeror has the ability to provide and how the Offeror qualifies to provide what is proposed. All pages of proposal Volume shall be consecutively numbered from beginning (Page 1) to end (Page “x”).

### 3.4 Volume I – Technical Proposal

3.4.1 Transmittal Letter: A transmittal letter shall accompany the technical proposal. The purpose of this letter is to transmit the proposal and acknowledge the receipt of any addenda. The transmittal letter should be brief and signed by an individual who is authorized to commit the Offeror to the services and requirements as stated in this RFP. See Offeror’s Responsibilities in Section 1.19.

3.4.2 Format of Technical Proposal: Inside a sealed package described in Section 3.3, above, an unbound original, to be so labeled, one copy and the electronic version shall be provided. Section 2 of this RFP provides requirements and Section 3 provides reply instructions. The paragraphs in these RFP sections are numbered for ease of reference. In addition to the instructions below, the Offeror’s Technical Proposal shall be organized and numbered in the same order as this RFP. This proposal organization will allow Judiciary officials and the Evaluation Committee to “map” Offeror responses directly to RFP requirements by paragraph number. The Technical Proposal shall include the following sections in the stated order:

- 3.4.3 Title and Table of Contents: The Technical Proposal shall begin with a title page bearing the name and address of the Offeror and the name and number of this RFP. A table of contents shall follow the title page for the Technical Proposal.
- 3.4.4 Executive Summary: The Offeror shall condense and highlight the contents of the Technical Proposal in a separate section titled “Executive Summary”. The Summary shall provide a broad overview of the contents of the entire proposal. The summary shall also identify any exceptions the Offeror has taken to the requirements of this RFP, the Contract (Attachment A), or any other attachments. If there are no exceptions taken, the Offeror is to state that they have no exceptions to the requirements of this RFP, the Contract (Attachment A), or any other attachments. Exceptions to terms and conditions may result in having the proposal deemed unacceptable or classified as not reasonably susceptible of being selected for award. Offerors certified as a Maryland Minority Business Enterprise are asked to provide those certification numbers.
- 3.4.5 Offeror Experience and Capabilities: Offeror’s organization experience, type of Carpet Replacement Services provided and the length of time the organization has been providing the Services.
- 3.4.6 References: Provide three (3) current client references. Provide the following information for each client reference:
- Name of Client Organization
  - Name, title, and telephone number of Point-of-Contact for client organization
  - Value, type, and duration of contract(s) supporting client organization
  - The services provided, scope of the contract, geographic area being supported, and performance objectives satisfied, and number of employees serviced
- 3.4.7 Other Required Submissions:
- 3.4.7.1 Completed Bid/Proposal Affidavit (Attachment B)
- 3.4.7.2 A copy of the Offeror’s current certificate of insurance required by Section 2.9 (property, casualty and liability), which, at a minimum, shall contain the following:
- Carrier (name and address)
  - Type of insurance
  - Amount of coverage
  - Period covered by insurance
  - Exclusions
- 3.4.7.3 Completed MBE Participation Commitment (Attachment H-3)

## SECTION 4 – EVALUATION CRITERIA AND SELECTION PROCEDURE

### 4.1 Evaluation Criteria

Master Contracts will be awarded to all qualified Offerors in accordance with the Competitive Sealed Proposals procurement process.

### 4.2 Technical Criteria

The criteria to be applied to each Technical Proposal are listed in descending order of importance:

- Offeror's experience and capabilities (RFP Section 3.4.5)
- Offeror's references (RFP Section 3.4.6)

### 4.3 Financial Criteria

Financial Proposals are not required at this time. Pricing for actual carpet and services will be required at the secondary level of competition, in response to the PORFP.

### 4.4 Selection Procedures

#### 4.4.1 General Selection Process:

4.4.1.1 The Contract shall be awarded in accordance with the competitive sealed proposals process under Article IV of the Judiciary's Procurement Policy. The competitive sealed proposals method is based on discussions and revision of proposals during these discussions.

4.4.1.2 Accordingly, the Judiciary may hold discussions with all Offerors judged reasonably susceptible of being selected for award, or potentially so. However, the Judiciary also reserves the right to make an award without holding discussions. In either case of holding discussions or not doing so, the Judiciary may determine an Offeror to be not responsible and/or not reasonably susceptible of being selected for award, at any time after the initial closing date for receipt of proposals and the review of those proposals.

#### 4.4.2 Selection Process Sequence:

4.4.2.1 The first level of review shall be an evaluation for technical merit by the selection committee. During this review discussions may be held with all Offerors who are deemed reasonably susceptible of award. The purpose of such discussions shall be to assure a full understanding of the Judiciary's requirements and the Offeror's ability to perform, and to facilitate understanding of the Contract that shall be most advantageous to the Judiciary.

- 4.4.2.2 Offerors must confirm in writing any substantive oral clarifications of, or changes in, their proposals made in the course of discussions. Any such written clarification or change then becomes part of the Offeror's proposal.
- 4.4.2.3 Upon completion of all discussions and negotiations, and reference checks, if any, the Procurement Officer shall recommend award of the Contract to the responsible Offeror whose proposal is determined to be the most advantageous to the Judiciary considering evaluation and price factors as set forth in this RFP.
- 4.4.2.4 Award Determination: Upon completion of all discussions and negotiations, the Procurement Officer will recommend award of a Master Contract to all technically qualified Offeror(s).

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## ATTACHMENT A – MJUD CARPET REPLACEMENT SERVICES CONTRACT

**CONTRACT NUMBER: K13-0066 -25L**  
**STANDARD TERMS AND CONDITIONS**

### **MARYLAND ADMINISTRATIVE OFFICE OF THE COURTS** **MJUD CARPET REPLACEMENT SERVICES CONTRACT**

This Contract is made this \_\_\_\_\_ day of \_\_\_\_\_ 2013, by and between the Administrative Office of the Courts (the “AOC”) in the State of Maryland and **corporate name plus address** (the “Contractor”) with Federal Taxpayer Identification Number **XX-XXXXXXX**.

In consideration of the mutual covenants and promises herein contained and other good and valuable consideration, the receipt and sufficiency of which are hereby acknowledged, the AOC and the Contractor agree as follows:

#### **1. Scope of Contract**

- 1.1 The Contractor shall provide Carpet Replacement Services (hereinafter “Services), for the Judiciary as described in the PO and the PORFP. These services shall be provided in accordance with the terms and conditions of this Contract and the following Exhibits, which are attached and incorporated herein by reference. If there are any inconsistencies between this Contract and Exhibits A, B, C, and D, the terms of this Contract shall control. If there is any conflict among the Exhibits, the following order of precedence shall determine the prevailing provisions:

Exhibit A: Request for Proposals dated April 17, 2013 and all amendments and exhibits thereto (collectively referred to as the “RFP”)

Exhibit B: Contractor’s Technical Proposal dated date of response (collectively referred to as “the Proposal”)

Exhibit C: Contractor’s Financial Proposal dated date of response

Exhibit D: Contract Affidavit

- 1.2 The Procurement Officer may, at any time, by written order make changes in the work within the general scope of the Contract, the PORFP, or the PO. No other order, statement, or conduct of the Procurement Officer or of any other person shall be treated as a change or entitle the Contractor to an equitable adjustment under this section.
- 1.3 Except as otherwise provided in this Contract, if any order causes an increase or decrease in the Contractor’s cost of, or the time required for, the performance of any part of the work, an equitable adjustment in the Contract price shall be made and the Contract modified in writing accordingly. The Contractor must assert in writing its right to an



adjustment under this section within thirty days (30) of receipt of a written change order and include a written statement setting forth the nature and cost of such claim. No claim by the Contractor shall be allowed if asserted after final payment under this Contract.

- 1.4 Failure to agree to an adjustment under this section shall be a dispute under the Disputes clause. Nothing in this section shall excuse the Contractor from proceeding with the Contract as changed.

## **2. Term of the Contract**

The term of this Contract shall be for a period of five (5) years, beginning on the date that the AOC executes the Master Contract, unless terminated earlier as provided in this Master Contract.

## **3. Consideration and Payment**

- 3.1 In consideration of the satisfactory performance of the services and delivery of the goods set forth in this Contract and any PORFP, the AOC shall pay the Contractor in accordance with the not-to-exceed rates and terms of Exhibit C, Contractor's Financial Proposal. POs that are on a time and material basis shall include a not-to-exceed ceiling for payments. Any work performed by the Contractor in excess of the ceiling amount of any PO without the prior written approval of the Contract Manager is at the Contractor's risk of non-payment. Payment under POs issued on a fixed price basis shall be limited to the price specified in the PORFP, regardless of the actual cost to the Contractor.
- 3.2 Invoices must be provided in the format and on the schedule identified in the PORFP. Each invoice must reflect the Contractor's federal tax identification number, which is \_\_\_\_\_ and vendor name; remittance address; federal taxpayer identification or (if owned by an individual) his/her social security number; invoice period; invoice date; invoice number; amount due; retainage (if applicable), and the deliverable ID number for the deliverable being invoiced. Additional information may be required in the future. Invoices submitted without the required information will not be processed for payment until the Contractor provides the requested information.
- 3.3 Payments to the Contractor pursuant to this Contract shall be made no later than thirty days after the Judiciary's acceptance of goods and/or services and receipt of a proper invoice from the Contractor. Charges for late payment of invoices are prohibited.
- 3.4 In addition to any other available remedies, if, in the opinion of the Procurement Officer, the Contractor fails to perform in a satisfactory and timely manner, the Procurement Officer may refuse or limit approval of any invoice for payment and may cause payments to the Contractor to be reduced or withheld until such time as the Contractor meets performance standards as established by the Procurement Officer in accordance with this Contract.

#### **4. PORFPs**

A PORFP may specify terms in addition to the terms specified herein. Such additional terms may include warranties, deliverables, and acceptance test requirements. PORFPs and POs may not limit the AOC's rights as provided by law, in this Contract, or in the RFP and may not change the terms of this Contract or the RFP.

#### **5. Rights to Records**

- 5.1 The Contractor agrees that all documents and materials, including but not limited to, reports, drawings, studies, specifications, estimates, tests, maps, photographs, designs, graphics, mechanical, artwork, computations and data prepared by the Contractor for purposes of this Contract shall be the sole property of the Department and shall be available to the Department at any time. The Department shall have the right to use the same without restriction and without compensation to the Contractor other than that specifically provided by this Contract.
- 5.2 The Contractor agrees that at all times during the term of this Contract and thereafter, the works created and services performed under this Contract shall be "works made for hire" as that term is interpreted under U.S. copyright law. To the extent that any products created under this Contract are not works for hire for the Department, the Contractor hereby relinquishes, transfers, and assigns to the Judiciary all of its rights, title, and interest (including all intellectual property rights) to all such products created under this Contract, and will cooperate reasonably with the Judiciary in effectuating and registering any necessary assignments.
- 5.3 The Contractor shall report to the Department, promptly and in written detail, each notice or claim of copyright infringement received by the Contractor with respect to all data delivered under this Contract.
- 5.4 The Contractor shall not affix any restrictive markings upon any data and if such markings are affixed, the Department shall have the right at any time to modify, remove, obliterate, or ignore such warnings.
- 5.5 Upon termination of this Contract, the Contractor, at its own expense, shall deliver any equipment, software or other property provided by the Judiciary to the place designated by the Procurement Officer.

#### **6. Confidentiality**

Subject to the Maryland Public Information Act and any other applicable laws, all confidential or proprietary information and documentation relating to either party (including without limitation, any information or data stored within the Contractor's computer systems) shall be held in absolute confidence by the other party. Each party shall, however, be permitted to disclose relevant confidential information to its officers, agents and employees to the extent that such disclosure is necessary for the performance of their duties under this Contract, provided the data may be

collected, used, disclosed, stored and disseminated only as provided by and consistent with the law. The provisions of this section shall not apply to information that (a) is lawfully in the public domain; (b) has been independently developed by the other party without violation of this Contract; (c) was already in the possession of such party; (d) was supplied to such party by a third party lawfully in possession thereof and legally permitted to further disclose the information; or (e) which such party is required to disclose by law.

## **7. Loss of Data**

In the event of loss of any Judiciary data or records where such loss is due to the intentional act, omission, or negligence of the Contractor or any of its subcontractors or agents, the Contractor shall be responsible for recreating such lost data in the manner and on the schedule set by the Contract Manager. The Contractor shall ensure that all data is backed up and is recoverable by the Contractor.

## **8. Warranties**

The Contractor hereby represents and warrants that:

- 8.1 It is qualified to do business in the State of Maryland and that it will take such action as, from time to time, may be necessary to remain so qualified;
- 8.2 It is not in arrears with respect to the payment of any monies due and owing the State of Maryland, or any department or unit thereof, including but not limited to the payment of taxes and employee benefits, and that it shall not become so in arrears during the term of this Contract;
- 8.3 It shall comply with all federal, State and local laws applicable to its activities and obligations under this Contract;
- 8.4 It shall obtain, at its expense, all licenses, permits, insurance, and governmental approvals, if any, necessary to the performance of its obligations under this Contract.

## **9. Non-hiring of Employees**

No employee of the State of Maryland or any unit hereof whose duties as such employee include matters relating to or affecting the subject matter of this Contract shall, while so employed, become or be an employee of the Contractor.

## **10. Non-employment of Contractor's employees**

Nothing in this contract shall be construed to create an employment relationship between AOC and any employee of either the Contractor or Contractor's subcontractors. Contractor is responsible for the acts and omissions of its agents, employees, and subcontractors.

## **11. Disputes**

Any claim regarding the proper interpretation of this Contract shall be submitted, in writing, to the Procurement Officer, together with a statement of grounds supporting the Contractor's interpretation. Pending resolution of a claim by the Procurement Officer, the Contractor shall proceed diligently with the performance of the Contract in accordance with the Procurement Officer's decision. An adverse decision to the Contractor may be appealed by the Contractor to the Appeals Board within 15 days of the Procurement Officer's decision.

## **12. Maryland Law**

The place of performance of this Contract shall be the State of Maryland. This Contract shall be performed, construed, interpreted, and enforced according to the laws of the State of Maryland, including State Government Article § 12-204. No action relating to this contract shall be brought in any forum other than Maryland, whether or not the AOC and State are parties to such an action.

## **13. Amendments**

Except as provided in section 2, any amendment to this Contract must first be approved in writing by the Procurement Officer, subject to any additional approvals required by State law and the Judiciary's Procurement Policy.

## **14. Non-discrimination in Employment**

The Contractor agrees: (a) not to discriminate in any manner against any person because of race, color, religion, age, sex, marital status, national origin, disability, familial status, genetic information, and sexual orientation; (b) to include a provision similar to that contained in subsection (a), above, in any underlying subcontract; and (c) to post and to cause subcontractors to post in conspicuous places available to employees and applicants for employment, notices setting forth the substance of this clause.

## **15. Contingent Fee Prohibition**

The Contractor warrants that it has not employed or retained any person, partnership, corporation, or other entity, other than a bona fide employee, bona fide agent, bona fide salesperson, or commercial selling agency working for the Contractor to solicit or secure this Contract, and that it has not paid or agreed to pay any person, partnership, corporation, or other entity, other than a bona fide employee, bona fide salesperson, or commercial selling agency, any fee or other consideration contingent on the making of this Contract.

## **16. Non-availability of Funding**

If the General Assembly fails to appropriate funds or if funds are not otherwise made available for continued performance for any fiscal year of this Contract succeeding the first fiscal year, this Contract shall be canceled automatically as of the beginning of the fiscal year for which funds were not appropriated or otherwise made available; provided, however, that this will not affect

either the AOC's rights or the Contractor's rights under any termination clause in this Contract. The effect of termination of the Contract hereunder will be to discharge both the Contractor and the AOC from future performance of the Contract, but not from their rights and obligations existing at the time of termination. The Contractor shall be reimbursed for the reasonable value of any non-recurring costs incurred but not amortized in the price of the Contract. The AOC shall notify the Contractor as soon as it has knowledge that funds may not be available for the continuation of this Contract for each succeeding fiscal period beyond the first.

#### **17. Termination for Cause**

If Contractor fails to fulfill its obligations under this Contract properly and on time, or otherwise violates any provision of the Contract, the AOC may terminate the Contract by written notice to the Contractor. The notice shall specify the acts or omissions relied upon as cause for termination. All finished or unfinished work provided by the Contractor shall, at the AOC's option, become the AOC's property. The AOC shall pay the Contractor fair and equitable compensation for satisfactory performance prior to receipt of notice of termination, less the amount of damages caused by the Contractor's breach. If the damages are more than the compensation payable to the Contractor, the Contractor will remain liable after termination, and the AOC can affirmatively collect damages.

#### **18. Termination for Convenience**

The performance of work under this Contract may be terminated by the AOC in accordance with this clause in whole or, from time to time, in part whenever the AOC determines that such termination is in the AOC's best interest. The AOC will pay all reasonable costs associated with this Contract that the Contractor has incurred up to the date of termination, and all reasonable costs associated with termination of the Contract; however, the Contractor shall not be reimbursed for any anticipatory profits that have not been earned up to the date of termination.

#### **19. Delays and Extensions of Time**

The Contractor agrees to perform this Contract continuously and diligently. No charges or claims for damages shall be made by the Contractor for any delays or hindrances, regardless of cause, in the performance of services under this Contract. Time extensions may be granted only for excusable delays that arise from unforeseeable causes beyond the control and without the fault or negligence of the Contractor, including but not restricted to acts of God, acts of the public enemy, acts of the State in either its sovereign or contractual capacity, acts of another Contractor in the performance of an AOC contract, fires, floods, epidemics, quarantine restrictions, strikes, freight embargoes, or the delay of a subcontractor or supplier arising from unforeseeable causes beyond the control and without the fault or negligence of either the Contractor or the subcontractor or supplier.

#### **20. Suspension of Work**

The AOC unilaterally may order the Contractor in writing to suspend, delay, or interrupt all or any part of its performance for such period of time as the Procurement Officer may determine to be appropriate for the AOC's convenience.

## **21. Pre-existing Regulations**

The applicable statutes and regulations of the State of Maryland, including those of the Judiciary, are incorporated in this Contract.

## **22. Financial Disclosure**

The Contractor shall comply with the provisions of § 13-221 of the State Finance and Procurement Article of the Annotated Code of Maryland.

## **23. Political Contribution Disclosure**

The Contractor shall comply with Title 14 of the Election Law of Maryland.

## **24. Right to Audit**

The Contractor shall cooperate fully with any audit conducted by the State. The Contractor shall retain and maintain all records and documents relating to this Contract for five (5) years after final payment by the AOC hereunder and shall make them available for inspection and audit by authorized representatives of the State and AOC, including the Procurement Officer or the Procurement Officer's designee, at all reasonable times.

## **25. Cost and Price Certification**

By submitting cost or price information, the Contractor certifies to the best of its knowledge that the information submitted was accurate, complete, and current as of **(enter the date of the financial proposal)**. The price under this Contract and any change order or modification hereunder, including profit or fee, shall be adjusted to exclude any significant price increases occurring because the Contractor furnished cost or price information which, as of the date of the financial proposal was inaccurate, incomplete, or not current.

## **26. Subcontracting and Assignment**

The Contractor may not subcontract any portion of the services provided under this Contract without obtaining the Procurement Officer's prior written approval, nor may the Contractor assign this Contract, or any of its rights or obligations hereunder, without the Procurement Officer's prior written approval. Any such subcontract or assignment shall be subject to any terms and conditions that the Procurement Officer deems necessary to protect the interest of the State. The AOC shall not be responsible for the fulfillment of the Contractor's obligations to subcontractors.

## **27. Indemnification**

- 27.1 The Contractor shall indemnify the AOC against liability for any suits, actions, or claims of any character arising from or relating to the performance of the Contractor or its subcontractors under this Contract.

- 27.2 The AOC has no obligation to provide legal counsel or defense to the Contractor or its subcontractors in the event that a suit, claim or action of any character is brought by any person not party to this Contract against the Contractor or its subcontractors as a result of or relating to the Contractor's obligations under this Contract.
- 27.3 The AOC has no obligation for the payment of any judgments or the settlement of any claims against the Contractor or its subcontractors as a result of or relating to the Contractor's obligations under this Contract.
- 27.4 The Contractor shall immediately notify the Procurement Officer of any claim, suit or action made or filed against the Contractor or its subcontractors regarding any matter resulting from or relating to the Contractor's obligations under the Contract, and shall cooperate, assist and consult with the AOC in the defense or investigation of any such claim, suit, or action.
- 27.5 The Contractor shall immediately notify the Procurement Officer of any claim, suit or action made or filed against the Contractor or its subcontractors regarding any matter resulting from or relating to the Contractor's obligations under the Contract, and shall cooperate, assist and consult with the AOC in the defense or investigation of any such claim, suit, or action.
- 27.6 The Contractor shall immediately notify the Procurement Officer of any claim, suit or action made or filed against the Contractor or its subcontractors regarding any matter resulting from or relating to the Contractor's obligations under the Contract, and shall cooperate, assist and consult with the AOC in the defense or investigation of any such claim, suit, or action.

## **28. Public Information Act Notice**

The AOC provides public access to records in accordance with § 10-617(d) of the State Government Article, Annotated Code of Maryland, and other laws relating to access to public records, including Maryland Rules of Procedure, Rules 16-1001 through 16-1011. If a request is made to review any records pertaining to this contract, the Contractor may be contacted, as circumstances allow, to express its views on the availability of requested information. The final decision on release of any information rests with the AOC.

## **29. Conflict of Interest**

- 29.1 "Conflict of interest" means that because of other activities or relationships with other persons, a person is unable or potentially unable to render impartial assistance or advice to the State or the AOC, or the person's objectivity in performing the contract work is or might be otherwise impaired, or a person has an unfair competitive advantage. "Conflict of interest" includes pending litigation in the Maryland courts.
- 29.2 "Person" includes a contractor, consultant, or subcontractor or subconsultant at any tier, and also includes an employee or agent of any of them if the employee or agent has or will



have the authority to control or supervise all or a portion of the work for which a bid or offer is made.

29.3 The Contractor warrants that, except as disclosed in § D, below, there are no relevant facts or circumstances now giving rise or which could, in the future, give rise to a conflict of interest.

29.4 The following facts or circumstances give rise or could in the future give rise to a conflict of interest (Contractor: explain details-attach additional sheets if necessary; **if none, so state**):

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29.5 The Contractor agrees that if an actual or potential conflict of interest arises after the contract commences, the Contractor shall immediately make a full disclosure in writing to the Procurement Officer of all relevant facts and circumstances. This disclosure shall include a description of actions which the Contractor has taken and proposes to take to avoid, mitigate, or neutralize the actual or potential conflict of interest. If the contract has been awarded and performance of the contract has begun, the contractor shall continue performance until notified by the Procurement Officer of any contrary action to be taken. The existence of a conflict of interest is cause for termination of the Contract as well as disciplinary action against an employee for whom a conflict exists.

### **30. Risk of Loss; Transfer of Title**

Risk of loss for conforming supplies, equipment and materials specified as deliverables to the Judiciary hereunder shall remain with the Contractor until the supplies, equipment, materials and other deliverables are received by the Judiciary. Title of all such deliverables passes to the AOC upon receipt by the AOC subject to the AOC's acceptance and payment for the same in accordance with the terms of this Contract.

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### **31. Notices**

All notices required to be given by one party to the other hereunder shall be in writing and shall be addressed as follows:

**State:** Kelly Moore, Procurement Specialist  
Maryland Judiciary, Administrative Office of the Courts  
Procurement and Contract Administration  
2003 C Commerce Park Drive  
Annapolis, Maryland 21401

**Contractor:** \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

**THE BALANCE OF THIS PAGE INTENTIONALLY LEFT BLANK**

**SIGNATURES:**

In Witness Whereof, the parties have signed this Contract this \_\_\_\_\_ day of \_\_\_\_\_, 2013

**Contractor:**

\_\_\_\_\_(SEAL) Date: \_\_\_\_\_

Signature  
Authorized Representative

**Maryland Judiciary:**

\_\_\_\_\_  
Susan S. Howells, Executive Director  
Procurements and Contract Administration

Date: \_\_\_\_\_

**Approved for form and legal sufficiency this \_\_\_\_ day of \_\_\_\_\_, 2013**

\_\_\_\_\_  
David R. Durfee Jr.  
Executive Director, Legal Affairs

**Reviewed:**

\_\_\_\_\_  
Frank Broccolina  
State Court Administrator

Date: \_\_\_\_\_

**Approved:**

\_\_\_\_\_(SEAL) Date: \_\_\_\_\_

Robert M. Bell, Chief Judge  
Court of Appeals of Maryland

## **ATTACHMENT B - Bid/Proposal Affidavit**

### **A. AUTHORITY**

I HEREBY AFFIRM THAT:

I, \_\_\_\_\_ (print name), possess the legal authority to make this Affidavit.

### **B. CERTIFICATION REGARDING COMMERCIAL NONDISCRIMINATION**

The undersigned bidder hereby certifies and agrees that the following information is correct: In preparing its bid on this project, the bidder has considered all proposals submitted from qualified, potential subcontractors and suppliers, and has not engaged in "discrimination" as defined in §19-103 of the State Finance and Procurement Article of the Annotated Code of Maryland.

"Discrimination" means any disadvantage, difference, distinction, or preference in the solicitation, selection, hiring, or commercial treatment of a vendor, subcontractor, or commercial customer on the basis of race, color, religion, ancestry, or national origin, sex, age, marital status, sexual orientation, or on the basis of disability or any otherwise unlawful use of characteristics regarding the vendor's, supplier's, or commercial customer's employees or owners. "Discrimination" also includes retaliating against any person or other entity for reporting any incident of "discrimination". Without limiting any other provision of the solicitation on this project, it is understood that, if the certification is false, such false certification constitutes grounds for the State to reject the bid submitted by the bidder on this project, and terminate any contract awarded based on the bid. As part of its bid or proposal, the bidder herewith submits a list of all instances within the past 4 years where there has been a final adjudicated determination in a legal or administrative proceeding in the State of Maryland that the bidder discriminated against subcontractors, vendors, suppliers, or commercial customers, and a description of the status or resolution of that determination, including any remedial action taken. Bidder agrees to comply in all respects with the State's Commercial Nondiscrimination Policy as described under Title 19 of the State Finance and Procurement Article of the Annotated Code of Maryland.

#### **B-1. CERTIFICATION REGARDING MINORITY BUSINESS ENTERPRISES**

The undersigned bidder hereby certifies and agrees that it has fully complied with the State Minority Business Enterprise Law, State Finance and Procurement Article, §14-308(a)(2), Annotated Code of Maryland, which provides that, except as otherwise provided by law, a contractor may not identify a certified minority business enterprise in a bid or proposal and:

- (1) Fail to request, receive, or otherwise obtain authorization from the certified minority business enterprise to identify the certified minority proposal;
- (2) Fail to notify the certified minority business enterprise before execution of the contract of its inclusion in the bid or proposal;
- (3) Fail to use the certified minority business enterprise in the performance of the contract; or

(4) Pay the certified minority business enterprise solely for the use of its name in the bid or proposal.

Without limiting any other provision of the solicitation on this project, it is understood that if the certification is false, such false certification constitutes grounds for the State to reject the bid submitted by the bidder on this project, and terminate any contract awarded based on the bid.

#### C. AFFIRMATION REGARDING BRIBERY CONVICTIONS

I FURTHER AFFIRM THAT:

Neither I, nor to the best of my knowledge, information, and belief, the above business (as is defined in Section 16-101(b) of the State Finance and Procurement Article of the Annotated Code of Maryland), or any of its officers, directors, partners, controlling stockholders, or any of its employees directly involved in the business's contracting activities including obtaining or performing contracts with public bodies has been convicted of, or has had probation before judgment imposed pursuant to Criminal Procedure Article, §6-220, Annotated Code of Maryland, or has pleaded nolo contendere to a charge of, bribery, attempted bribery, or conspiracy to bribe in violation of Maryland law, or of the law of any other state or federal law, except as follows (indicate the reasons why the affirmation cannot be given and list any conviction, plea, or imposition of probation before judgment with the date, court, official or administrative body, the sentence or disposition, the name(s) of person(s) involved, and their current positions and responsibilities with the business):

---

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#### D. AFFIRMATION REGARDING OTHER CONVICTIONS

I FURTHER AFFIRM THAT:

Neither I, nor to the best of my knowledge, information, and belief, the above business, or any of its officers, directors, partners, controlling stockholders, or any of its employees directly involved in the business's contracting activities including obtaining or performing contracts with public bodies, has:

(1) Been convicted under state or federal statute of:

(a) A criminal offense incident to obtaining, attempting to obtain, or performing a public or private contract; or

(b) Fraud, embezzlement, theft, forgery, falsification or destruction of records or receiving stolen property;

(2) Been convicted of any criminal violation of a state or federal antitrust statute;

(3) Been convicted under the provisions of Title 18 of the United States Code for violation of the Racketeer Influenced and Corrupt Organization Act, 18 U.S.C. §1961 et seq., or the Mail Fraud Act, 18 U.S.C. §1341 et seq., for acts in connection with the submission of bids or proposals for a public or private contract;

(4) Been convicted of a violation of the State Minority Business Enterprise Law, §14-308 of the State Finance and Procurement Article of the Annotated Code of Maryland;

(5) Been convicted of a violation of §11-205.1 of the State Finance and Procurement Article of the Annotated Code of Maryland;

(6) Been convicted of conspiracy to commit any act or omission that would constitute grounds for conviction or liability under any law or statute described in subsections (1)—(5) above;

(7) Been found civilly liable under a state or federal antitrust statute for acts or omissions in connection with the submission of bids or proposals for a public or private contract;

(8) Been found in a final adjudicated decision to have violated the Commercial Nondiscrimination Policy under Title 19 of the State Finance and Procurement Article of the Annotated Code of Maryland with regard to a public or private contract; or

(9) Admitted in writing or under oath, during the course of an official investigation or other proceedings, acts or omissions that would constitute grounds for conviction or liability under any law or statute described in §§B and C and subsections D(1)—(8) above, except as follows (indicate reasons why the affirmations cannot be given, and list any conviction, plea, or imposition of probation before judgment with the date, court, official or administrative body, the sentence or disposition, the name(s) of the person(s) involved and their current positions and responsibilities with the business, and the status of any debarment):

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#### E. AFFIRMATION REGARDING DEBARMENT

##### I FURTHER AFFIRM THAT:

Neither I, nor to the best of my knowledge, information, and belief, the above business, or any of its officers, directors, partners, controlling stockholders, or any of its employees directly involved in the business's contracting activities, including obtaining or performing contracts with public bodies, has ever been suspended or debarred (including being issued a limited denial of participation) by any public entity, except as follows (list each debarment or suspension providing the dates of the suspension or debarment, the name of the public entity and the status of the proceedings, the name(s) of the person(s) involved and their current positions and responsibilities with the business, the grounds of the debarment or suspension, and the details of each person's involvement in any activity that formed the grounds of the debarment or suspension).

---

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#### F. AFFIRMATION REGARDING DEBARMENT OF RELATED ENTITIES

##### I FURTHER AFFIRM THAT:

(1) The business was not established and it does not operate in a manner designed to evade the application of or defeat the purpose of debarment pursuant to Sections 16-101, et seq., of the State Finance and Procurement Article of the Annotated Code of Maryland; and

(2) The business is not a successor, assignee, subsidiary, or affiliate of a suspended or debarred business, except as follows (you must indicate the reasons why the affirmations cannot be given without qualification):

---

---

#### G. SUB-CONTRACT AFFIRMATION

##### I FURTHER AFFIRM THAT:

Neither I, nor to the best of my knowledge, information, and belief, the above business, has knowingly entered into a contract with a public body under which a person debarred or suspended under Title 16 of the State Finance and Procurement Article of the Annotated Code of Maryland will provide, directly or indirectly, supplies, services, architectural services, construction related services, leases of real property, or construction.

#### H. AFFIRMATION REGARDING COLLUSION

##### I FURTHER AFFIRM THAT:

Neither I, nor to the best of my knowledge, information, and belief, the above business has:

(1) Agreed, conspired, connived, or colluded to produce a deceptive show of competition in the compilation of the accompanying bid or offer that is being submitted;

(2) In any manner, directly or indirectly, entered into any agreement of any kind to fix the bid price or price proposal of the bidder or offeror or of any competitor, or otherwise taken any action in restraint of free competitive bidding in connection with the contract for which the accompanying bid or offer is submitted.

#### I. CERTIFICATION OF TAX PAYMENT

**I FURTHER AFFIRM THAT:**

Except as validly contested, the business has paid, or has arranged for payment of, all taxes due the State of Maryland and has filed all required returns and reports with the Comptroller of the Treasury, the State Department of Assessments and Taxation, and the Department of Labor, Licensing, and Regulation, as applicable, and will have paid all withholding taxes due the State of Maryland prior to final settlement.

**J. CONTINGENT FEES**

**I FURTHER AFFIRM THAT:**

The business has not employed or retained any person, partnership, corporation, or other entity, other than a bona fide employee, bona fide agent, bona fide salesperson, or commercial selling agency working for the business, to solicit or secure the Contract, and that the business has not paid or agreed to pay any person, partnership, corporation, or other entity, other than a bona fide employee, bona fide agent, bona fide salesperson, or commercial selling agency, any fee or any other consideration contingent on the making of the Contract.

**K. ACKNOWLEDGEMENT**

I ACKNOWLEDGE THAT this Affidavit is to be furnished to the Procurement Officer and may be distributed to units of: (1) the State of Maryland; (2) counties or other subdivisions of the State of Maryland; (3) other states; and (4) the federal government. I further acknowledge that this Affidavit is subject to applicable laws of the United States and the State of Maryland, both criminal and civil, and that nothing in this Affidavit or any contract resulting from the submission of this bid or proposal shall be construed to supersede, amend, modify or waive, on behalf of the State of Maryland, or any unit of the State of Maryland having jurisdiction, the exercise of any statutory right or remedy conferred by the Constitution and the laws of Maryland with respect to any misrepresentation made or any violation of the obligations, terms and covenants undertaken by the above business with respect to (1) this Affidavit, (2) the contract, and (3) other Affidavits comprising part of the contract.

**I DO SOLEMNLY DECLARE AND AFFIRM UNDER THE PENALTIES OF PERJURY THAT THE CONTENTS OF THIS AFFIDAVIT ARE TRUE AND CORRECT TO THE BEST OF MY KNOWLEDGE, INFORMATION, AND BELIEF.**

Date: \_\_\_\_\_

By: \_\_\_\_\_ (print name of Authorized Representative and Affiant)

\_\_\_\_\_ (signature of Authorized Representative and Affiant)

**ATTACHMENT C - Contract Affidavit**



**CONTRACT AFFIDAVIT**

**A. AUTHORITY**

**I HEREBY AFFIRM THAT:**

I, \_\_\_\_\_ (print name), possess the legal authority to make this Affidavit.

**B. CERTIFICATION OF REGISTRATION OR QUALIFICATION WITH THE STATE  
DEPARTMENT OF ASSESSMENTS AND TAXATION**

**I FURTHER AFFIRM THAT:**

The business named above is a (check applicable box):

- (1) Corporation — ☐ domestic or ☐ foreign;
- (2) Limited Liability Company — ☐ domestic or ☐ foreign;
- (3) Partnership — ☐ domestic or ☐ foreign;
- (4) Statutory Trust — ☐ domestic or ☐ foreign;
- (5) ☐ Sole Proprietorship.

and is registered or qualified as required under Maryland Law. I further affirm that the above business is in good standing both in Maryland and (IF APPLICABLE) in the jurisdiction where it is presently organized, and has filed all of its annual reports, together with filing fees, with the Maryland State Department of Assessments and Taxation. The name and address of its resident agent (IF APPLICABLE) filed with the State Department of Assessments and Taxation is:

Name and Department ID

Number: \_\_\_\_\_

Address: \_\_\_\_\_



and that if it does business under a trade name, it has filed a certificate with the State Department of Assessments and Taxation that correctly identifies that true name and address of the principal or owner as:

Name and Department ID

Number: \_\_\_\_\_

Address: \_\_\_\_\_

#### C. POLITICAL CONTRIBUTION DISCLOSURE AFFIRMATION

I FURTHER AFFIRM THAT:

I am aware of, and the above business will comply with, Election Law Article, §§14-101 — 14-108, Annotated Code of Maryland, which requires that every person that enters into contracts, leases, or other agreements with the State of Maryland, including its agencies or a political subdivision of the State, during a calendar year in which the person receives in the aggregate \$100,000 or more shall file with the State Board of Elections a statement disclosing contributions in excess of \$500 made during the reporting period to a candidate for elective office in any primary or general election.

#### D. CERTAIN AFFIRMATIONS VALID

I FURTHER AFFIRM THAT:

To the best of my knowledge, information, and belief, each of the affirmations, certifications, or acknowledgements contained in that certain Bid/Proposal Affidavit dated \_\_\_\_\_, 20\_\_\_\_, and executed by me for the purpose of obtaining the contract to which this Exhibit is attached remains true and correct in all respects as if made as of the date of this Contract Affidavit and as if fully set forth herein.

I DO SOLEMNLY DECLARE AND AFFIRM UNDER THE PENALTIES OF PERJURY THAT THE CONTENTS OF THIS AFFIDAVIT ARE TRUE AND CORRECT TO THE BEST OF MY KNOWLEDGE, INFORMATION, AND BELIEF.

Date: \_\_\_\_\_

By: \_\_\_\_\_  
(printed name of Authorized Representative and Affiant)

\_\_\_\_\_  
(signature of Authorized Representative and Affiant)

**ATTACHMENT D - Pre-Proposal Conference Response Form**

RFP No.        K13-0066-25L

Project Title: MJUD Carpet Replacement Services

A pre-proposal conference will be held on April 22, 2013. Registration begins at 9:30 AM and the meeting will begin promptly at 10:00 AM local time at:

Maryland Judiciary, Administrative Office of the Courts  
Procurement and Contract Administration, Conference Room  
2003 C Commerce Park Drive  
Annapolis, Maryland 21401

Directions to the pre-proposal conference site: See Attachment E.

Email or fax this form to:

Lisa Peters  
E-mail: lisa.peters@mdcourts.gov

Please indicate:

\_\_\_\_\_ Yes, the following representatives will be in attendance (Limit 2 per company):

1. \_\_\_\_\_

2. \_\_\_\_\_

\_\_\_\_\_ No, although we plan to propose to the MJUD Carpet Replacement Services RFP, we will not be in attendance.

\_\_\_\_\_ No, we will not be attending.

\_\_\_\_\_  
Company/Firm/Offeror Name

\_\_\_\_\_  
Contract Name & Telephone

## ATTACHMENT E - Pre-Proposal Conference Directions

Maryland Judiciary  
Judiciary Education and Conference Center (JECC)  
2011 D Commerce Park Drive  
Annapolis, Maryland 21401



### *From Baltimore*

- Take 695E to 97S.
- Take 97S to 50E.
- Take Exit 24 - Rowe Boulevard. Make a left at the signal onto Bestgate Road.
- Follow through three traffic lights and turn right at the light onto Commerce Park Drive.
- Make a right at the sign for Building Eight, enter at #2011D. Additional parking in the rear at #2009D entrance.

### *From the Eastern Shore*

- Take 301S to 50W.
- Continue on 50W over the Bay Bridge toward Annapolis.
- Take Exit 24B - Bestgate Road.
- Follow through three traffic lights and turn right at the light onto Commerce Park Drive.
- Make a right at the sign for Building Eight, enter at #2011D. Additional parking in the rear at #2009D entrance.

***From Western Maryland***

- Take 70E to 32E.
- Take 97S to 50E.
- Take Exit 24 - Rowe Boulevard. Make a left at the signal onto Bestgate Road.
- Follow through three traffic lights and turn right at the light onto Commerce Park Drive.
- Make a right at the sign for Building Eight, enter at #2011D. Additional parking in the rear at #2009D entrance.

***From Southern Maryland***

Charles County:

- Take 301N
- Take 50E to Exit 24 - Rowe Boulevard. Make a left at the signal onto Bestgate Road.
- Follow through three traffic lights and turn right at the light onto Commerce Park Drive.
- Make a right at the sign for Building Eight, enter at #2011D. Additional parking in the rear at #2009D entrance.

St. Mary's County:

- Take Route 4N to Route 2N.
- Take 50E to Exit 24 - Rowe Boulevard. Make a left at the signal onto Bestgate Road.
- Follow through three traffic lights and turn right at the light onto Commerce Park Drive.
- Make a right at the sign for Building Eight, enter at #2011D. Additional parking in the rear at #2009D entrance.

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## ATTACHMENT F – 1 Schedule For Participation of Minority Business Enterprises

For a fillable form visit:

<http://mdcourts.gov/procurement/pdfs/eeo003.pdf>

**NOTE:** The required MBE forms must be submitted with your technical proposals/bid. Failure to submit the required forms will result in your bid proposal being deemed non-responsive.



### SCHEDULE FOR PARTICIPATION OF MINORITY BUSINESS ENTERPRISES

1. Prime Contractor	Name of Firm	Address (Number, Street, City, State, Zip)	Telephone ( )
2. Project Location (Number, Street, City, State, Zip)			
3. Project Number			
4. List the data requested for each minority firm involved in this project:			
a. Name of Minority Firm		Address (Number, Street, City, State, Zip)	
Certification No.		Telephone ( )	
Work or Service to be Performed			
Project Commitment Date	Project Completion Date	Percentage of Total Contract %	
b. Name of Minority Firm		Address (Number, Street, City, State, Zip)	
Certification No.		Telephone ( )	
Work or Service to be Performed			
Project Commitment Date	Project Completion Date	Percentage of Total Contract %	
5. Minority Firms Total Percentage %			
6. Remarks (Use Plain Bond for Additional Comments)			
This Form Prepared By	First	Middle Initial	Last Telephone ( )

**If there are additional Minority Firms involved in this project, please attach an additional SCHEDULE FOR PARTICIPATION OF MINORITY BUSINESS ENTERPRISES FORM**

**DO NOT WRITE BELOW THIS LINE - JUDICIARY USE ONLY**

7. Approved ☐ Yes ☐ No

DATE

SIGNATURE - ADMINISTRATION - MINORITY  
BUSINESS ENTERPRISE OFFICER

EEO 3 (Rev. 7/2010)

ADMINISTRATION COPY

Reset

## ATTACHMENT G – 2 Minority Contractor Project Disclosure and Participation Statement

For a fillable form visit:

<http://mdcourts.gov/procurement/pdfs/eeo004.pdf>

**NOTE:** The required MBE forms must be submitted with your technical proposals/bid. Failure to submit the required forms will result in your bid proposal being deemed non-responsive.



### MINORITY CONTRACTOR PROJECT DISCLOSURE AND PARTICIPATION STATEMENT

<p>1. Prime Contractor Name of Firm _____</p> <p>Address (Number, Street, City, State, Zip) _____</p>	<p>2. Project _____</p> <p>3. Project Location (Number, Street, City, State, Zip) _____</p>
<p>4. Subcontractor Enterprise (check one) <input type="checkbox"/> Individual <input type="checkbox"/> Partnership <input type="checkbox"/> Corporation <input type="checkbox"/> Joint Venture</p>	
<p>5. The undersigned subcontractor is prepared to perform the work/service herein described in connection with the project. This work/service will not be subcontracted to any non-minority firm.</p> <p>Work or Service to be Performed _____ Project Commitment Date _____ Project Completion Date _____</p>	
<p>6. Subcontractors Supervision Staff to Include Foreman (Name, Address, Title) _____</p>	
<p>7. Bonds - Amount and Type Required by Prime Contractor _____ 8. Bonding Company Name and Address _____</p>	
<p>9. Are bonds guaranteed by third party <input type="checkbox"/> Yes <input type="checkbox"/> No</p>	
<p>10. Percentage of Work Performed by Other Than Own Work Source (Include Name of Company and Address) _____ %</p>	
<p>11. State the terms of any oral or written agreement(s) or understanding(s) with non-minority persons or firms relating to the assistance, financial or otherwise, to be provided by said persons or firms. _____</p>	
<p>The undersigned subcontractors will enter into a written contract with: _____</p> <p>_____ for the work/service indicated above upon the prime contractor's execution of a contract with the Maryland Judiciary, the undersigned subcontractor is certified by _____ as a Minority Business Enterprise, as of date _____</p>	
<p><b>*NOTE TO PRIME CONTRACTOR: A failure to achieve the established MBE goal may jeopardize future participation on Maryland Judiciary contracts.</b></p>	
<p>Certification No. _____</p>	<p style="text-align: right;">( )</p> <p>Subcontractor Signature _____ Telephone No. _____</p> <p>Print/Type Name of Firm _____</p> <p>Number _____ Street _____</p> <p>City _____ State _____ Zip _____ Date _____</p>
<p>I AGREE TO THE TERMS AND CONDITIONS STATED ABOVE</p>	
<p style="text-align: right;">( )</p> <p>Prime Contractor Signature _____ Telephone No. _____</p> <p>Print/Type Name of Firm _____</p> <p>Number _____ Street _____</p> <p>City _____ State _____ Zip _____ Date _____</p>	

EEO 4 (Rev. 7/2010)

ADMINISTRATION COPY

Reset

**ATTACHMENT H – 3 Offeror Acknowledgment of PORFP MBE Participation  
Commitment**

**This completed ATTACHMENT H-3 OFFEROR must be included with the submittal of the Offeror’s technical response to the RFP. If the Offeror’s proposal fails to submit this form with its technical response to the RFP, the Procurement Officer shall determine that the Offeror’s response to the RFP is not reasonably susceptible of being selected for award.**

In conjunction with the technical response that \_\_\_\_\_ (“Offeror”)  
(Offeror Name)

submits in response to RFP No. K13-0066-25L, I acknowledge the overall certified Minority Business Enterprise (MBE) participation goal specified in the PORFP. I affirm that if Offeror is awarded a Master Contract under the solicitation noted above, and Offeror responds to a PORFP that contains an MBE participation commitment, Offeror commits to make a good faith effort to achieve the MBE participation goal established in the PORFP.

I solemnly affirm under the penalties of perjury that the contents of this paper are true to the best of my knowledge, information, and belief.

\_\_\_\_\_  
(Offeror Name)

\_\_\_\_\_  
(Signature of Affiant)

\_\_\_\_\_  
(Printed Name, Title)

\_\_\_\_\_  
(Address)

\_\_\_\_\_  
(Date)

**ATTACHMENT I – Authorization of Release of Information**

**GENERAL SERVICES MARYLAND CAPITOL POLICE**

**AUTHORIZATION OF RELEASE OF INFORMATION**

I, \_\_\_\_\_  
LAST FIRST MIDDLE RACE SEX

\_\_\_\_\_  
D.O.B. ADDRESS SOC. SEC. NO.

hereby authorize a review and full disclosure of all criminal records, or any part thereof, concerning myself by/to any duly authorized agent of the Department of General Services Police, whether the said records are public or private, and including those which may be deemed to be of privilege or confidential nature. The intention of this authorization is to provide information which will be utilized for investigative resource material.

I agree to indemnify and hold harmless the person to whom this request is presented and his agents and employees, from and against all claims, damages, losses and expenses, including reasonable attorney's fees arising out of or complying with this request.

I further understand that in the event my application is disapproved, the sources of confidential information cannot be revealed to me. A photocopy of this release form will be valid as an original hereof, even though the said photocopy does not contain an original writing of my signature.

\_\_\_\_\_  
Witness

\_\_\_\_\_  
Applicant

\_\_\_\_\_  
Address

\_\_\_\_\_  
Date

\_\_\_\_\_  
Maryland Judiciary – Administrative Office of the Courts



Martin O'Malley  
Governor  
Anthony G. Brown  
Lt. Governor



Alvin C. Collins  
Secretary

MARYLAND DEPARTMENT OF GENERAL SERVICES POLICE  
OFFICE OF THE CHIEF

**ATTACHMENT J – CONTRACTORS SECURITY CLEARANCE**

Date: \_\_\_\_\_  
PCO: \_\_\_\_\_

Application / Employee Information

1. FULL NAME \_\_\_\_\_  
(First) (Full Middle Name) (Last)
2. ADDRESS: \_\_\_\_\_
3. GENDER: \_\_\_\_\_ RACE: \_\_\_\_\_ HEIGHT: \_\_\_\_\_ WEIGHT: \_\_\_\_\_
4. DATE OF BIRTH: \_\_\_\_/\_\_\_\_/\_\_\_\_ 5. SS#: \_\_\_\_\_
6. DRIVER'S LICENSE #: \_\_\_\_\_ STATE: \_\_\_\_\_
7. HOME TELEPHONE #: \_\_\_\_\_
8. APPLICANT / EMPLOYEE TRADE: \_\_\_\_\_
9. ATTACH COPY OF APPLICANT'S DRIVER'S LICENSE - (Make sure photo is clear and light enough to identify the individual) Contractor (\$15.00 – Pay By Check /Money Order Only)

Company Information

1. NAME OF COMPANY: \_\_\_\_\_
2. ADDRESS OF COMPANY: \_\_\_\_\_
3. COMPANY TELEPHONE #: \_\_\_\_\_ FAX #: \_\_\_\_\_
4. Project #: \_\_\_\_\_ Building \_\_\_\_\_ Task \_\_\_\_\_

For Office Use Only NEW \_\_\_\_\_ RENEWAL \_\_\_\_\_ ADMIN SPECIALIST INT. \_\_\_\_\_

APPROVED \_\_\_\_\_ or DISAPPROVED \_\_\_\_\_

Reviewing Officer: \_\_\_\_\_ Date: \_\_\_\_\_  
ID Card # Front \_\_\_\_\_ ID Card # Back \_\_\_\_\_ Payment \_\_\_\_\_

301 W. Preston Street ♦ Suite L-100 ♦ Baltimore, Maryland 21201

## ATTACHMENT K – SAMPLE PORFP

### **Purchase Order Request for Proposals (PORFP) MJUD Carpet Replacement Services Master Contract**

**Master Contract Number K13-0066-25L**

#### Master Contractor Instructions:

1. Master Contractors if submitting a response, shall do so no later than the due date and time listed on the PORFP below.
2. The Master Contractor when submitting a PORFP with an MBE participation goal must complete, sign and submit Attachment F-1 (Schedule for Participation of Minority Business Enterprises) and Attachment G-2 (Minority Contractor Project Disclosure and Participation Statement).
3. The quotation the Master Contractor submits shall contain the following:
  - a. Explanation of how the Master Contractor intends to meet the requirements of the PORFP;
  - b. Description of the proposed carpet manufacturer;
  - c. Proposed performance schedule;
  - d. Proposed number of personnel;
  - e. Proposed number of hours to complete project;
  - f. Proposed number of days to complete project;
  - g. Subcontractors, if any;
  - h. Proposed price;
4. If a Master Contractor does not intend to respond, the Master Contractor shall email the Procurement Officer no later than the due date and time listed on the PORFP indicating that a response will not be submitted. Please include in the email the reason why a response will not be submitted.
5. Master Contractors are specifically directed NOT to contact any Judiciary personnel or its contracted consultants for meetings, conferences, or discussions that are specifically related to this PORFP at any time prior to any award. Unauthorized contact with any Judiciary personnel or the Judiciary's contracted consultants may be cause for rejection of the Master Contractor's proposal.

**Purchase Order Request for Proposals (PORFP)  
MJUD Carpet Replacement Services Master Contract**

**Master Contract Number K13-0066-25L**

<b>Section 1 –General Information</b>			
<b>PORFP Number:</b>			
<b>PORFP Type:</b>			
<b>Carpet Manufacturer Name:</b>			
<b>Minority Business Enterprise (MBE) Goal</b>			%
<b>PORFP Issue Date:</b> mm/dd/yyyy		<b>PROPOSAL DUE DATE and TIME:</b>	
<b>Place of Performance:</b>			
<b>Special Instructions:</b>			
<b>Security Requirements (if applicable):</b>			
<b>Invoicing Instructions:</b>			
<b>Section 2 – Procurement Officer - Point of Contact (POC) Information</b>			
<b>POC Name:</b>		<b>POC Phone Number:</b>	
<b>POC Email Address:</b>			
<b>POC Mailing Address:</b>			
<b>Section 3 – Project Address / Project Site POC Information</b>			
<b>On-site Contact Name:</b>		<b>On-site Phone Number:</b>	
<b>On-site Email Address:</b>		<b>On-site Fax:</b>	
<b>On-site Mailing Address:</b>			

Section 4 – Scope of Work			
Project Name	Project Description	Start Date mm/dd/yyyy	End Date mm/dd/yyyy y
Hours and Days Project is to be Performed			
Regular Business Hours			
After Business Hours on Nights and Weekends			
Holiday Hours			
Section 5 – Evaluation Criteria (Provide a list of evaluation criteria in descending order of importance)			
Evaluation Criteria			
1.			
2.			
Basis for Award Recommendation			
The Judiciary will recommend award to the Master Contractor whose proposal is determined to be the most advantageous to the Judiciary, considering price and the evaluation factors set forth in the PORFP.			